



ALBANY COUNTY LAND BANK CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

JANUARY 19, 2016 | 5:30 PM

200 HENRY JOHNSON BLVD. 2ND FLOOR, ALBANY, NY

Present: Charles Touhey, Pamela Harper, Michael Jacobson, Ralph Pascale, Philip Calderone, Todd Curley, Corey Ellis, Chris Spencer, Sam Wells. **Staff:** Kathleen Bronson, Amanda Wyckoff, Christina Wiley and Kate Hedgeman, counsel.

Excused: David Traynham

Meeting called to order at 5:33pm by Chair Charles Touhey, with a quorum of Directors present.

1. Public Comment

- **Mark Robinson:** With the Albany County Legislature's November resolution to end the auction process for tax foreclosed properties, Mr. Robinson is of the opinion that the land bank will become the largest real estate company in the area. If he is to support a revenue share proposal (50% of taxes for 5 years), Mr. Robinson says a community benefit agreement is needed which will give residents a chance to work, provide for properties for P.I.L.O.T. opportunities which would then improve the perception and reception of the land bank in the community. Mr. Robinson did not provide a community benefit agreement proposal for review and consideration by the board.
- **Ulysses Bell:** Mr. Bell submitted an application to purchase Alexander Street properties along with an amended plan for Board review and consideration and is eagerly awaiting a decision. Mr. Bell's application is on the agenda for this evening's meeting.

2. Minutes of the November 17th and December 15th Board Meetings: Minutes were approved as presented (M. Jacobson/ T. Curley).

3. Financial Documents

Mr. Jacobson, Board Treasurer, discussed and explained the financial documents included in the Agenda. There are no unusual activities and spending is in accordance with the plan submitted to the Attorney General's office, which includes additional stabilizations and demolitions that are in the pipeline. Mr. Jacobson thanks the other members of the Finance Committee for their insights. The chair, Charles Touhey, reiterated that the land bank's budget and year-end financials are posted on the land bank's website. Financial Statements were approved as presented (R. Pascale/ S. Wells).

4. Adopting a Resolution to Approve the Sales of Multiple Properties

- **Lots 48-50 and 52 Alexander Street:** The revised proposal calls for raised garden beds and fencing. Sale of these lots was approved unanimously, subject to installing the garden beds by July 2016. Lots do not need to be merged as a requirement of approval. (P.Harper/ C.Ellis)
- **54 Odell Street lot:** A side lot application was received to extend the driveway of the adjacent property owner. The applicant is also interested in acquiring 44 Odell Street for added green space. After review by the Community Advisory Committee and Acquisition & Disposition Committee, it was determined that the highest and best use of 44 Odell Street would be for different development

purposes. Motion to approve the sale of 54 Odell Street subject to merging the lot with 54.5 Odell Street was passed unanimously (T. Curley/ S. Wells).

➤ Clarification of the purpose of merging properties is to discourage resale (flipping) of land bank lots without adequate vetting of purchasers, and to combine water bills. The ability to preserve opportunities for development is a counter to the merging requirement. The land bank will consider not merging lots on a case-by-case basis.

- 121 Fourth Avenue lot: an application to purchase the lot for use as a garden was approved unanimously (M. Jacobson/ C. Spencer).
- 71 Clinton Street lot: an application to purchase the lot for use as a garden with a request of funding to level and grade the lot was received. The Community Advisory Committee's recommendation to transfer the property "as is" was supported by the Acquisition & Disposition Committee and the motion to approve the sale of 71 Clinton Street "as is" was passed unanimously (S. Wells/ T. Curley).
- 194 Colonie Street: a side lot application was received immediately after the building on the property was demolished by the land bank in December 2015. The adjacent property owner proposes to use the lot as green space. Transfer of this property was supported by the CAC and Acquisition & Disposition Committee. A motion to approve the sale of 194 Colonie Street subject to the merging of the lot with the applicant's parcel within six months of closing at the price of \$500 was passed unanimously (M. Jacobson/ S. Wells).
- 67 Third Street Lot: The application from an individual to purchase this lot for use as a private park was not supported by the CAC or A&D Committee. The land bank will retain the lot for future development opportunities and notify the applicant of the decision.

5. Adopting a Resolution to approve the acquisition a property

207 Elm Street is a residential dwelling that is privately owned and is potentially being offered for donation to the land bank. The property, which has not been adequately maintained and would require stabilization funding, is located on a well maintained street of single and multi-family dwellings. A motion to approve the acquisition of 207 Elm Street subject to a structural engineer's report stating the property is salvageable and sufficient title insurance, passed unanimously (R. Pascale/ S. Wells).

6. Adopting a Resolution to approve a revised Disposition Policy

The land bank's disposition policy was revised to remove language from public authority law that no longer pertains to land banks in New York State. Passed unanimously (C. Ellis/ C. Spencer)

7. Adopting a Resolution to approve a revised Internal Control Plan

The land bank revised this policy to detail duties of staff in accordance with expanded staff responsibilities. Passed unanimously (P. Calderone/ R. Pascale)

8. Adopting a Resolution to purchase additional insurance

New York State scaffolding law protects the land bank if employees get injured while on a land bank property. The insurance agent for the land bank shopped rates and found increased coverage (\$500k to \$1M) at a lower premium. The savings is based on the insurance company's exposure over time. Passed unanimously (S. Wells/ C. Ellis)

9. Adopting a Resolution to enter into a contract with Allmighty Contracting for roof contracting services for 274 Sheridan Avenue

Allmighty Contracting responded to a RFQ for roofing services. Land Bank's counsel reviewed the contract. Passed unanimously (C. Spencer/ C. Ellis)

10. Adopting a Resolution to enter into a contract with Cousins Construction for roofing services for 309 Clinton Avenue

Cousins Construction responded to a RFQ to tear off and replace the roof. Land bank's counsel reviewed the contract. Passed unanimously (C. Spencer/ R. Pascale)

11. Executive Director Updates:

- The job posting for Executive Director is in print and digital media and has been brought to the CAC. There are approximately thirty responses to date and the Search Committee will narrow the field of applicants.
- Board approved tax foreclosed County properties will be transferred to the Land Bank as early as next month. A strategic plan, based on geographic location, will be used to transfer the remainder of the properties from the County over time.
- The newly acquired ePropertyPlus property management software will tie into the existing land bank website and have the ability to interface with the land bank's real estate agent. Staff recently completed a 1-week training on the software and are looking forward to populating existing land bank inventory.
- Update on full renovation projects at 100 & 102 Lark Street and 309 Clinton Avenue: Abatement process is completed and Habitat for Humanity can begin their work.

12. New Business

- Chair Charles Touhey thanked Katie for her service to the land bank for the past year and during the transition period, and wished her well. Katie thanked the board for their support and commends the diversity of the board members.
- Chair notes the review of the first year of the land bank has gone well and has laid the foundation for its future success.

13. Adjournment

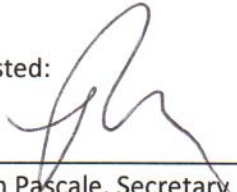
The meeting was adjourned at 6:30pm (M. Jacobson)

NEXT MEETING:

February 16, 2016 at 5:30 pm
200 Henry Johnson Boulevard, Albany, NY
Second Floor Community Room

Respectfully submitted,
Christina Wiley
Executive Secretary
Albany County Land Bank Corporation

Attested:



Ralph Pascale, Secretary

Albany County Land Bank Minutes, January 2016